



CHANGE NOTICE FOR MANUAL

DATE: December 2, 2002

MANUAL: Work First

CHANGE NO.: 1-2003

TO: County Directors of Social Services

EFFECTIVE January 1, 2003, make the following changes to the Work First Manual.

I. BACKGROUND

The purpose of this Change Notice is to revise the EPIS Reporting Calendar to reflect the weeks for Federal Fiscal Year 2003. The Economic Services Committee did not review these changes, instead the Economic Independence Internal Review Process was implemented.

II. SPECIFIC CHANGES

Section 118, Work Requirements and Services, references the weeks on the EPIS Reporting Calendar beginning December 2002 - January 2004 based on the Federal Fiscal Year. Also, the keying deadlines for EPIS has been highlighted for each month and instructions noted.

III. IMPLEMENTATION INSTRUCTIONS

Apply this policy when scheduling and keying completed hours in EPIS on and after January 1, 2003.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE WORK FIRST MANUAL

<u>Section</u>	<u>Remove</u> <u>Pages</u>	<u>Section</u>	<u>Insert</u> <u>Pages</u>
118	9-10 Figure 1	118	9-10 Figure 1

If you have any questions, please contact your Work First Representative.

Sincerely,

Wilbert R. Morris, Chief
Economic Independence Section

WM/kl
Attachments
[WF118](#)
[WF118f1](#)